



APPOINTMENT OF VALUER FOR THE COMPILATION AND MAINTENANCE OF THE VALUATION
ROLL AND SUPPLEMENTARY VALUATION ROLLS AS WELL AS THE SUPPLY OF OTHER
VALUATION RELATED SERVICES IN COMPLIANCE WITH THE LOCAL GOVERNMENT:
MUNICIPAL PROPERTY RATES ACT, 2004 (ACT NO. 6 OF 2004) FOR THE FINANCIAL YEAR/S 1
JULY 2024 TO 30 JUNE 2029

C 2.2. TERMS OF REFERENCE

The following schedule of fees will be the basis of the tender

Tenderers are not permitted to change the basis upon which they have been asked to tender. Any variation from the column “How to Tender” will invalidate this tender

Tenderer

Witness 1

Witness 2

Employer

Witness 1

Witness 2



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ITEM	DESCRIPTION	HOW TO TENDER	AMOUNT INCLUDING VAT	COMMENT
1	Valuation Roll	Fixed tender amount		Price evaluation will be based on the fixed tender amount as per 1 of this schedule and not the individual rates of items 1.1 to 1.9 hereunder. The pro rata adjustments will be calculated on the individual rates of items 1.1 to 1.9 hereof. Multiple use properties will be calculated on the final adjustment as individual entries per multiple use based on the individual breakdown reflected under items 1.1 to 1.9
		Lump Sum	R	
		Rate per entry incl vat		
1.1	Agricultural small holdings			
1.2	Agricultural holdings used for purposes other than agriculture e.g. industrial, transport, offices etc.			
1.3	Farms used for farming purposes			
1.4	Farms used for purposes other than farming			
1.5	Non residential i.e business, industrial etc			
1.6	Residential			
1.7	RDP Housing			
1.8	Sectional title units			
1.9	Township owner interest accounts including unregistered erven comprising the townships			
2.1	Supplementary valuations			
	Monthly option		Monthly incl vat	
	Year 1		R	
	Year 2		R	Municipality to define in terms of paragraph 14 the functions and data



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	DESCRIPTION	HOW TO TENDER	AMOUNT INCLUDING VAT	COMMENT
3.2	Section 51 compliance		nil	Part of compilation fee
3.3	Section 53 (3)	Per reason incl vat		
4.1	Appeals Board Hearings: Preparation and consultations with professionals appointed by the Municipality for specific appeals	Per hour incl vat		
4.2	Attendance at Appeal Board hearing	Per day incl vat		
5	Data collection	Fixed fee incl vat		Tenderer to refer to what is required under paragraph 14 hereof
6	Public awareness	Fixed fee incl vat		
7	Valuations other than for rating purposes	State the basis of fees incl vat		
8	Consultations	Hourly rate incl vat		
9	Valuation enquiries	Fixed fee incl vat		
10	Travelling expenses for valuations other than for rating and for supplementary valuations where the entry option has been chosen by municipality	State the tariff to be applied incl vat		

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11	Disbursements for valuations other than for rating and for supplementary valuations where the entry option has been chosen by municipality	State the tariff to be applied incl vat		
12	Additional copies of valuation roll	Per additional copy incl vat		

ITEM	DESCRIPTION	HOW TO TENDER	AMOUNT INCLUDING VAT	COMMENT
2.1	Supplementary valuations		Monthly incl vat	Municipality to define in terms of paragraph 14 the functions and data it will provide during the supplementary phase of the tender.
	Year 1		R	
	Year 2		R	
	Year 3		R	
	Year 4		R	

1.The grand total must be carried /forwarded to the Form of Offer.

2.Although the tenderer is at liberty to insert a rate at his own choice for each item in the schedule, his attention is drawn to the fact that the employer has the right, under various circumstances, to payment for additional work carried out and that the latter is obliged to base his assessment and the payment to be paid for such additional work on the rates inserted in the schedule by the tenderer.

3.The municipality has a right to request any maintenance that is not mentioned to this tender and related to the tender with an approval from the Municipal manager.

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COMPUTER SYSTEM

Tenderer to attach a detailed inventory of the current computer equipment owned by him as well as future computer needs necessary to comply with this tender.
Tenderer may appoint a specialist to assist him to meet the computer and IT requirements to comply with this tender.

Where the Tenderer elects to employ a specialist organisation to assist him in regard to the computer requirements a proposal by such specialist must be attached hereto.

Municipality reserves the right to appoint a duly qualified computer expert to check, verify and confirm that the computer equipment, system and other IT resources of the Tenderer, will adequately manage and cope with the requirements of this tender for the full duration of the tender.

Tenderer

Witness 1

Witness 2

Employer

Witness 1

Witness 2